


## Maryland Judiciary Job Description

	<b>Official Title</b>	Senior Administrative Aide
	<b>Job Code</b>	1029
	<b>Business Title</b>	Executive Assistant
	<b>FLSA Status</b>	Non-Exempt

### POSITION SUMMARY

This position performs a wide variety of complex and confidential administrative and para-professional duties. Typically oversees all administrative operations for a senior official (Chief Judge, Chief Clerk, Senior Executives). Reviews and prioritizes all incoming correspondence and coordinates responses. Frequently interacts with high ranking officials. Compiles data, conducts research, and drafts reports. Requires knowledge of judicial system, court operations and legal documents and procedures.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Provides advanced administrative support to one or more administrators or senior executive staff.
- Types correspondence, statements, reports, tables, forms, and other documents from corrected copy, rough draft, or oral instructions using a personal computer
- Acts as an intermediary for the Administrative Official maintaining frequent contacts with the public, administrators, judges, professional staff, and other state or local government officials
- Interprets administrative decisions and policies to staff and transmits instructions with the authority of the supervisor
- Relieves the supervisor of operational details by assembling, compiling, and summarizing data into a concise form and preparing reports
- Receives telephone calls and visitors and arranges for appointments
- Coordinates meetings, conferences, hotel and travel arrangements, as necessary
- Provides information to callers in regard to operations, policies and procedures governing the Judiciary's operations
- Obtains material from a variety of sources to be used for articles, reports, and speeches
- Maintains important and confidential records, schedules, expense accounts, and office supplies
- Reads reports and summarizes information to facilitate the supervisor's review

## **Maryland Judiciary Job Description**

- Opens, sorts, reads, and distributes incoming correspondence
- Proofreads outgoing correspondence and reviews records for completeness and accuracy
- Prepares and maintains statistical and numerical reports and records
- Develops special forms and summaries using a variety of records in order to secure complete and accurate information
- Composes and signs routine and complex correspondence on behalf of the administrative official
- Develops, revises, and implements office procedures
- Uses word processing, database, spreadsheet, or desktop publishing computer software applications in order to prepare reports, charts, graphs, or other documents
- Enters, update, verify, and retrieve data using computer data base or spreadsheet software applications
- Takes dictation using shorthand and transcribes dictation from a transcribing machine
- Supervises lower-level secretarial or clerical employees; coordinates leave, answers questions, reviews workload, attends supervisor meetings, and prepares annual evaluation forms
- Orders, stocks and inventories supplies for courtroom and chambers
- Performs related work as required

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- A high school diploma (or GED equivalent)
- Six (6) years of performing administrative or secretarial work in an Administrative, Executive or Senior Management work environment

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Legal terminology and court procedures
- Office practices, procedures, and equipment
- Business English, spelling, punctuation, and grammar
- Maryland Judiciary policy and procedure
- Human Resources policies

## Maryland Judiciary Job Description

### **Skill in:**

- Performing a variety of duties, often changing from one task to another of a different nature
- Typing on personal computer
- Organization and time management
- Computers and applicable software
- Scheduling and prioritizing
- Proofreading and editing
- Customer service
- Attention to detail
- Basic math

### **Ability to:**

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Compose routine and complex business correspondence
- Establish, revise, and implement office procedures
- Draft routine and complex correspondence
- Receive telephone calls and visitors and arranges for appointments and interviews
- Maintain records and prepare reports
- Perform basic arithmetic computations
- Maintain confidentiality of records, reports, and other material
- Communicate with officials, the public, and co-workers in a courteous and tactful manner
- Supervise lower-level secretarial or clerical employees
- Communicate effectively, both orally and in writing

### **SUPERVISORY RESPONSIBILITIES**

This position may have formal supervisory or lead responsibilities over other employees. Supervisors are responsible for signing performance reviews.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position is generally *sedentary*. Employees sit most of the time but may walk or stand for brief periods of time.

# Maryland Judiciary Job Description

## WORKING CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position works in an office or similar indoor environment.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	July 2015
<b>Dates revised:</b>	July 2019